



U.S. General Services Administration

Federal Acquisition Service

Certification of Funds

GSA Training Module developed for IWAC RBA Extension Project

Certification of Funds Training Module Overview

Description: This training module will take you step-by-step through the Certification of Funds (CERT) document and Fund Task Items form in the Regional Business Application (RBA) IT-Solutions Shop (ITSS) component.

Navigation: If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the “Backspace” key to go back. If the tutorial opens in the PowerPoint application, click on “F5” to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the “Backspace” key.


CERT Glossary

Term	Definition
CERT	The Certification of Funds document in ITSS. Used to dedicate funds in ITSS for approval in ITOMS by Funds Manager.
Contracting Officer	The GSA rep that will sign the purchase order.
Acceptance Required By Date	The date in which the funds need to be certified by.
Billing Option	How the funding documents will be billed.
Fund Task Items	New form for each task item listed on the CERT.
Funding Summary Table	Each task item has a Funding Summary table listing cost to GSA and fee amount for that specific task item.
Send to FM	Action Button on CERT used if CSR is ready to have the Funds Manager approve funds (aka obligate funds) in ITOMS.
Cancel Cert	Users with the FM role can click the Cancel Cert button (on Cert) prior to order leg being awarded.

CERT Privileges

User Role Action	Create	Edit	View
CSR	✓	✓*	✓
Funds Manager	✓	✓*	✓
Client			
Contractor			

*Cannot edit CERT after it has been 'Sent to FM'



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[WELCOME](#)
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Select a View:

[<<-- View Orders -->](#)
[<<-- View Inactive Orders -->](#)
[<<-- View Action Items -->](#)
[<<-- View Support Information -->](#)

Go to a Specific View Item: [Go](#) [Create New Order](#)

Orders - Entire Package

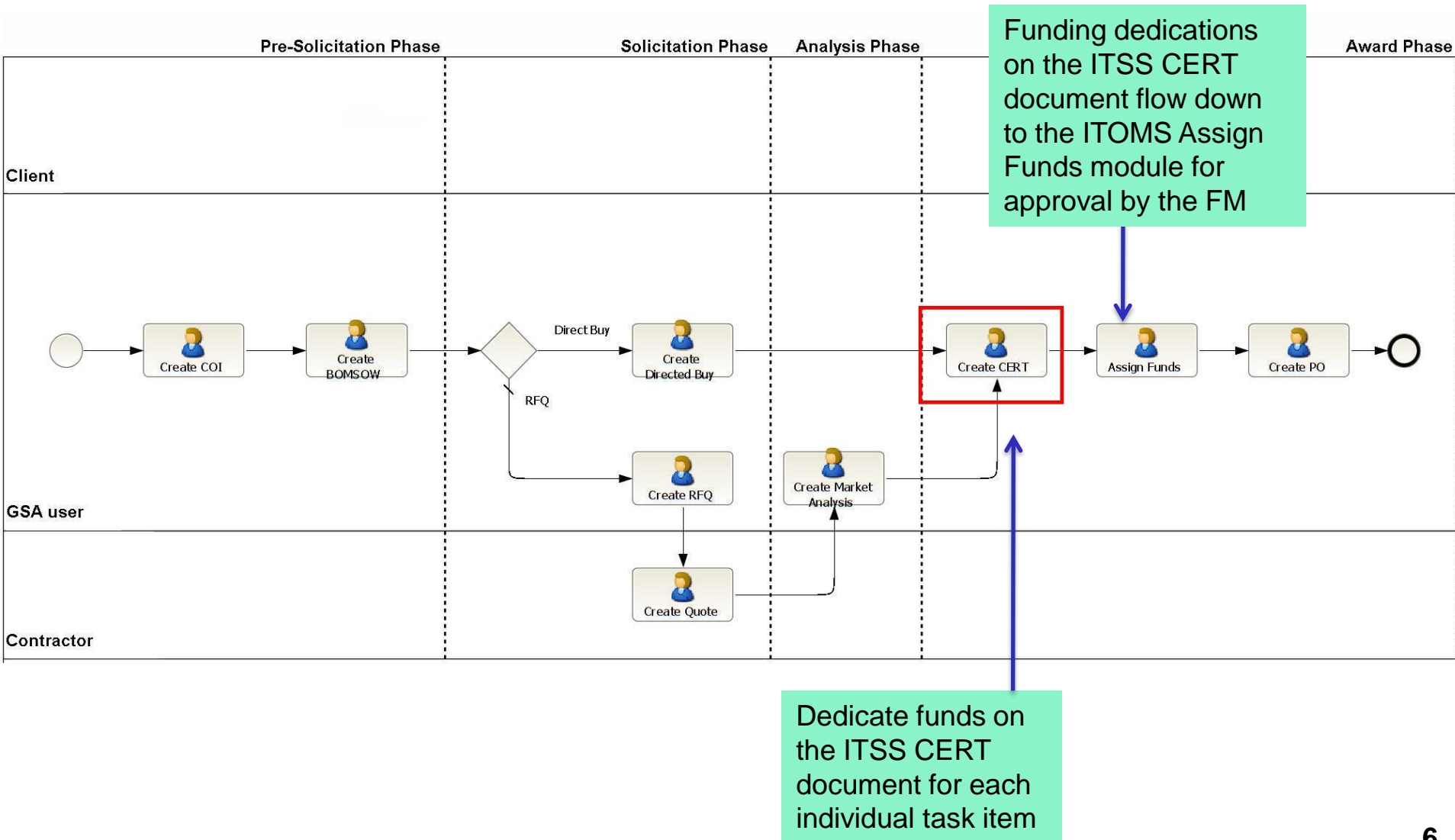
Next -> |

- Order Package
 - ID31120060-COI Sarah Client (Organization Name) AWARDED>>Furniture procurement
 - 00 Chronology
 - 01 Electronic Contract File (ECF)
 - 01 BOM/SOW ID31120060 - 000 Amendment 00 AWARDED
 - RFQ Modification 000 Version 00 Amendment 00 GSA APPROVED
 - Quote Ver 00 Rev 00 for Steve Contractor (IT INDUSTRY PARTNERS) Cnt# << Open Market >>, BID=\$200,000.00
 - Quote Ver 00 Rev 00 for Mary Contractor (CONTRACTOR COMPANY) Cnt# << Open Market >>, BID=\$235,000.00
 - *Market Analysis Version 00 - Quote Selected: Steve Contractor - IT INDUSTRY PARTNERS (<< Open Market >>), \$193,100.00
 - >Certification of Funds - Funds Available (Francine FM)
 - >Form 300 - Awarded on 2012-02-09
 - >FPDS-NG Form - ID31120060-000

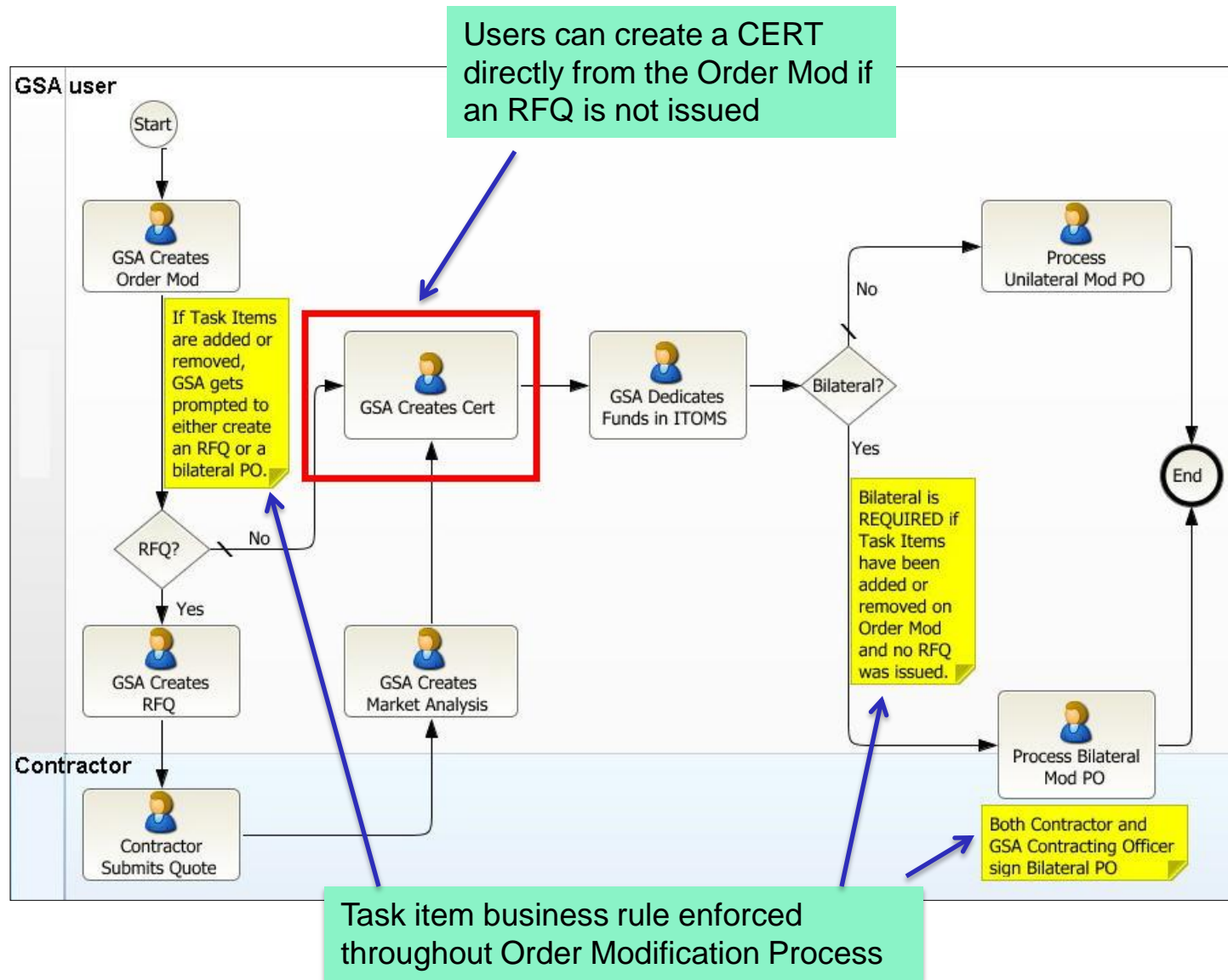
Click on the Certification of Funds link in the Order Package View to open an existing Certification of Funds in view mode. At least one Certification of Funds will appear on every awarded order leg.

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Within the Pre-Award Workflow Context



Within the Post-Award Workflow Context





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Market Analysis

Rec Neg

Certify Funds

Edit

Reject
Mkt Analysis

Go To Order
Package

Submitted By: Christopher CSR at 02/09/2012
Order ID: ID31120062 Mod: 000 Version: 00
ActNumber:
Status: Quote Selected



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WELCOME

ORDERS

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CONTRACTS

Directed Buy

Rec Neg

Certify Funds

Edit

Reject
Directed Buy

Go To Order
Package

Submitted By: Christopher CSR at 02/07/2012
Contractor: Steve Contractor (IT INDUSTRY PARTNERS)
Contract Number: << Open Market >>
PIID Code: A - Agreements (including basic agreements, BOAs and BPAs)
Fiscal Year of Award: 2012
PIID: GS31T12BUA0001
Contract Type: Fixed Price
Order ID: ID31120022, Mod 000, Revision 00
Status: Ready

Click on the Certify Funds button on either a Market Analysis in a *Quote Selected* Status or a submitted Directed Buy in a *Ready* Status.



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Verify Dates - Order ID: ID31120022 Mod: 000

The Delivery Date for Client Order
ID31120022 - 000 is currently set to
02/21/2012

The Period of Performance for Client Order
ID31120022 - 000 is currently set to
02/15/2012 to 02/29/2012

Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date
COM	0001	Furniture	n/a	n/a	02/14/2012
COM	0002	Seating	n/a	n/a	02/21/2012
FFP	0003	Installation	02/15/2012	02/29/2012	n/a

The Client Project Acceptance Date is set to **02/07/2012**
The BOMSOW Finalized Date is set to **02/07/2012**
The Customer Funding Received Date is set to **02/07/2012**
The Negotiated Award Date is set to **02/07/2012**
If this is OK, then **SUBMIT**, otherwise, **EDIT** dates first.

Click *Edit* to jump
to the BOMSOW
document in edit
mode

Click *Submit* to accept
dates and create a
CERT

[Submit](#)

[Edit](#)

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WELCOME

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Certification of Funds

Close Without Saving

Submitted By: Christopher CSR
 Order ID: ID31120022 - 000
 Tot Cost to GSA: \$175,000.00
 Fee Amount: \$18,100.00
 Cost to Client: \$193,100.00
 Incremental Funding: No

Submitted at: 02/08/2012 02:11:05 PM
 Contract Number: Open Market
 Contracting Officer: Connie CO
 Alternate CO: << Select Contracting Officer >>
 Customer Svc Rep: Christopher CSR
 Fund Manager: Francine FM
 Contractor Co: IT INDUSTRY PARTNERS
 Period of Perform: 02/15/2012 to 02/29/2012
 Delivery Date: 02/21/2012
 Agency Name: DEPARTMENT OF THE NAVY
 Funding Type: REGULAR

Contracting Officer must be selected in order to submit the CERT

Upon submission, a soft validation will be displayed, warning of a Separation of Duties conflict if one user is selected for multiple roles.

View the Total Order Amounts of the order leg

	Prior Amount	New Amount	Increase or Decrease
Total Cost to GSA:	\$0.00	\$175,000.00	\$175,000.00
Total Cost to Client:	\$0.00	\$193,100.00	\$193,100.00

Each task item has a Funding Summary table

Warning, no dedication associated with this task item

Item No.	Description	Action	Cost to GSA	Fee Amount	Cost to Client
0001	Furniture	Assign Funding	\$80,000.00	\$9,600.00	\$89,600.00

Amount Required to Fully Dedicate Task Item:

\$89,600.00

Warning, no dedication associated with this task item

Item No.	Description	Action	Cost to GSA	Fee Amount	Cost to Client
0003	Installation	Assign Funding	\$45,000.00	\$2,500.00	\$47,500.00

Amount Required to Fully Dedicate Task Item: \$47,500.00

Funding Document No. (Citation Code) Remarks

No Funding Documents Associated with Order

General Comments:

If the task item does not have any dedications then a warning message will be displayed above its Funding Summary table

To fund a task item click on the *Assign Funding* button.

The Fund Task Items page will open for that specific task item.

File Attachments:

**GSA ACCOUNTING CLASSIFICATION**

[FUND](#) [ORG CODE](#) [B/A CODE](#) [O/C CODE](#)
[FUNCTION CODE](#) [C/E CODE](#) [PROJ/PROG NO](#) [Cost Center A](#)

▶ **Edit History**

User clicks *Submit* if not ready to send the CERT to the Funds Manager in ITOMS

User clicks the *Send to FM* button if ready to have the Funds Manager approve funds (aka obligate funds) in ITOMS

[Submit](#) [Send To FM](#) [Close Without Saving](#)

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Fund Task Items

Close Without Saving

Fund Task Items form will open for the specified task item

Order ID: ID31120022

Item No.: 0001

Description: Furniture

Type of Fee: Surcharge

Surcharge Rate: 12.0000000000000000%

Delivery Date: 02/14/2012

Budget Fiscal Year: << Select BFY >>

	Prior Amount	New Amount	Increase or Decrease
Task Item Cost to GSA:	\$0.00	\$80,000.00	\$80,000.00
GSA Fees (Surcharge/Flat Fee Amount):	\$0.00	\$9,600.00	\$9,600.00
Task Item Cost to Client:	\$0.00	\$89,600.00	\$89,600.00

View the Totals for this task item

Use the table below to allocate Funding Documents to this task item. Click on the Funding Document number to view the document details.

Funding Document No. (Citation Code)	BA Code	Citation	Expire Date	Total Available	to this Task Item Cost	to this Task Item Fee	Cost (Obligated to Cost - Invoiced)	Item Cost on this CERT	Surcharge amount	Fee (Obligated to Fee - Billed)	Amount to allocate to Surcharge on this CERT
View Funding Documents Click above to view the Funding Documents DB											

Click here to open the ITSS Funding Application to add the Order ID to a citation Order ID List.
Click *Refresh* when done.

No Funding Documents Associated with Order

To refresh or update listed Funds - click here (the result will be values from the funding database, your edited values may be changed) >>

Refresh

Submit

Close Without Saving

Budget Fiscal Year: 2012

\$89,600.00

\$0.00

\$9,600.00

13

Fund Task Items

[Close Without Saving](#)

Order ID: ID31120022
 Item No.: 0001
 Description: Furniture
 Type of Fee: Surcharge
 Surcharge Rate: 12.0000000000
 Delivery Date: 02/14/2012
 Budget Fiscal Year: 2012

On CERTs for Order Mods, the Total Already Obligated (to Task Item Cost/Fee) fields reflect the total amounts obligated per citation, not including this CERTs dedication/obligations.

If the CERT has not been *Sent to FM*, both fields automatically update when the Funds Task Items page is opened or refreshed.

Prior Amount

Task Item Cost to GSA:			
GSA Fees (Surcharge/Flat Fee Amount):	\$9,600.00	\$9,576.00	(\$24.00)
Task Item Cost to Client:	\$89,600.00	\$89,376.00	(\$224.00)

Use the table below to allocate Funding Documents for this task item. In edit mode, enter the fund amounts to dedicate to this task item.

Funding Document No. (Citation Code) View Funding Documents Click above to view the Funding Documents DB	BA Code	Citation Expire Date	Current Total Available Total Available	Total Already Obligated to this Task Item Cost	Total Already Obligated to this Task Item Fee	Max Reduction Amt Task Item Cost (Obligated to Cost - Invoiced)	Amount to Dedicate to Task Item Cost on this CERT	Default Proportional Surcharge amount	Max Reduction Amt Fee (Obligated to Fee - Billed)	Amount to Dedicate to Surcharge on this CERT
ID31120039FUNDIIAJ (ID31120039CITEUKJJLPFSXZ)	FR	02/08/2013	\$985,425.00 \$985,425.00	\$100.00	\$4,500.00	\$100.00	\$0.00	\$0.00	\$4,500.00	\$0.00
R31Test1 (FURNTR1)	FR	09/30/2012	\$425,300.00 \$425,300.00	\$79,900.00	\$5,100.00	\$385.00	\$0.00	\$0.00	\$5,100.00	\$0.00

To refresh or update listed Funds - click here (the result will be values from the funding database, your edited values may be changed) >> [Refresh](#)

To Calculate Amount Left, click here >> [Calculate](#)

(\$200.00)

(\$24.00)

[Submit](#)
[Close Without Saving](#)

Fund Task Items

Close Without Saving

Order ID: ID31120022
Item No.: 0001
Description: Furniture
Type of Fee: Surcharge
Surcharge Rate: 12.000000000000000000%
Delivery Date: 02/14/2012
Budget Fiscal Year: 2012

On CERTs for Order Mods, the Max Reduction Amt (Task Item Cost/Fee) fields reflect the calculated, maximum amount that can be removed from each citation. Users cannot reduce more than the total obligation amount – invoiced/billed amount, per citation.

If the CERT has not been *Sent to FM*, both fields automatically update when the Funds Task Items page is opened or refreshed.

Prior Amount				
Task Item Cost to GSA:	\$80,000.00			
GSA Fees (Surcharge/Flat Fee Amount):	\$9,600.00			
Task Item Cost to Client:	\$89,600.00	\$89,376.00		(\$224.00)

Use the table below to allocate Funding Documents for this task item. In edit mode, enter the fund amounts to dedicate to this task item.

<div>Funding Document No. (Citation Code)</div> <div>View Funding Documents</div> <div>Click above to view the Funding Documents DB</div>	BA Code	Citation Expire Date	<div>Current Total Available</div> <div>Total Available</div>	Total Already Obligated to this Task Item Cost	Total Already Obligated to this Task Item Fee	Max Reduction Amt Task Item Cost (Obligated to Cost - Invoiced)	Amount to Dedicate to Task Item Cost on this CERT	Default Proportional Surcharge amount	Max Reduction Amt Fee (Obligated to Fee - Billed)	Amount to Dedicate to Surcharge on this CERT
<div>ID31120039FUNDIIAJ</div> <div>(ID31120039CITEUKJLJLPFSXZ)</div>	FR	02/08/2013	<div>\$985,425.00</div> <div>\$985,425.00</div>	\$100.00	\$4,500.00	\$100.00	\$0.00	\$0.00	\$4,500.00	\$0.00
<div>R31Test1</div> <div>(FURNTR1)</div>	FR	09/30/2012	<div>\$425,300.00</div> <div>\$425,300.00</div>	\$79,900.00	\$5,100.00	\$385.00	\$0.00	\$0.00	\$5,100.00	\$0.00

To refresh or update listed Funds - click here (the result will be values from the funding database, your edited values may be changed) >> [Refresh](#)

To Calculate Amount Left, click here >>

(\$200.00)

(\$24.00)

Submit

Close Without Saving

Order ID: ID31120022

Item No.: 0001

Description: Furniture

Type of Fee: Surcharge

Surcharge Rate: 12.0000000000000000%

Delivery Date: 02/14/2012

Budget Fiscal Year: 2012

Enter the amounts
wished to dedicate to the
task item Cost to GSA

[illegible]

To refresh or update listed Funds - click here (the result will be values from the funding database, your edited values may be changed) >> [Refresh](#)

To Calculate Amount Left, click here >>

Submit

Close Without Saving

Enter the amounts wished to dedicate to the task item Fee

WELCOME	ORDERS	FUNDING	REGISTRATION	CONTRACTS
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Fund Task Items

[Close Without Saving](#)

Order ID: ID31120022
 Item No.: 0001
 Description: Furniture
 Type of Fee: Surcharge
 Surcharge Rate: 12.000000000000000000%
 Delivery Date: 02/14/2012
 Budget Fiscal Year: 2012

	Prior Amount	New Amount	Increase
Task Item Cost to GSA:	\$0.00	\$80,000.00	
GSA Fees (Surcharge/Flat Fee Amount):	\$0.00	\$9,600.00	
Task Item Cost to Client:	\$0.00	\$89,600.00	

Use the table below to allocate Funding Documents for this task item. In edit mode, enter the fund amounts to dedicate to this task item.

Funding Document No. (Citation Code) View Funding Documents <small>Click above to view the Funding Documents DB</small>	BA Code	Citation Expire Date	Current Total Available <small>Total Available</small>	Total Already Obligated to this Task Item Cost	Total Already Obligated to this Task Item Fee	Max Reduction Amt Task Item Cost (Obligated to Cost - Invoiced)	Amount to Dedicate to Task Item Cost on this CERT	Default Proportional Surcharge	Max Reduction Amt Fee	Amount to Dedicate to Surcharge
R31Test1 (FURNTR1)	FR	09/30/2012	\$910,400.00 \$1,000,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00			

To refresh or update listed Funds - click here (the result will be values from the funding database, your edited values may be changed) >> [Refresh](#)

To Calculate Amount Left, click here >> [Calculate](#)

[Submit](#)
[Close Without Saving](#)

The Current Total Available value (top of stacked field) displays the amount currently available on the citation by deducting the dedication amounts already made on the citation for all task items on *this* order. It is a tool for helping users keep track of how much money is available.

The Total Available value (bottom of stacked field) displays the amount available on the citation without deducting any dedications – only actual obligation amounts are deducted.

If the *Type of Charge* is *Surcharge* and user clicks *Calculate*, then the *Default Proportional Surcharge Amount* column will display the following calculation for each citation:

$$\text{Amount to Dedicate to Task Item Cost} \times \text{Task Item Surcharge Rate}$$

Fund Task Items
[Close Without Saving](#)

Order ID: ID31120022
 Item No.: 0003
 Description: Installation
 Type of Fee: Flat Fee
 Flat Fee: \$2,500.00
 Period Of Performance: 02/15/2012 - 02/29/2012
 Budget Fiscal Year: 2012

If the type of charge for the task item is *Flat Fee* then the *Default Proportional Surcharge Amount* column is hidden

	Prior Amount	New Amount	Increase or Decrease
Task Item Cost to GSA:	\$0.00	\$45,000.00	\$45,000.00
GSA Fees (Surcharge/Flat Fee Amount):	\$0.00	\$2,500.00	\$2,500.00
Task Item Cost to Client:	\$0.00	\$47,500.00	\$47,500.00

Use the table below to allocate Funding Documents for this task item. In edit mode, enter the fund amounts to dedicate to this task item.

Funding Document No. (Citation Code) View Funding Documents Click above to view the Funding Documents DB	BA Code	Citation Expire Date	Current Total Available Total Available	Total Already Obligated to this Task Item Cost	Total Already Obligated to this Task Item Fee	Max Reduction Amt Task Item Cost (Obligated to Cost - Invoiced)	Amount to Dedicate to Task Item Cost on this CERT	Max Reduction Amt Fee (Obligated to Fee - Billed)	Amount to Dedicate to Surcharge on this CERT
R31Test1 (FURNTR1)	FR	09/30/2012	\$910,400.00 \$1,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Click **Submit** to save the task item dedications and return to the CERT

To Calculate Amount Left, click here >>

[Refresh](#)
[Calculate](#)

Click **Close Without Saving** to return to the CERT without saving any changes to task item dedications

[Submit](#)
[Close Without Saving](#)

Item No.	Description	Action	Cost to GSA	Fee Amount	Cost to Client
0003	Installation	Assign Funding	\$45,000.00	\$2,500.00	\$47,500.00

Funding Document No. (Citation Code)	Total Available	Total Already Obligated to this Task Item
R31Test1 (FURNTR1)	\$1,000,000.00	\$47,500.00
Amount Required to Fully Dedicate Task Item:		\$0.00

Funding Document No. (Citation Code)	Remarks	Current Amount Available
R31Test1 (FURNTR1)		\$806,900.00

General Comments:

File Attachments:



When done, send the Certification of Funds to FM for approval

GSA ACCOUNTING CLASSIFICATION

[FUND](#) [ORG CODE](#) [B/A CODE](#) [O/C CODE](#)
[FUNCTION CODE](#) [C/E CODE](#) [PROJ/PROG NO](#) [Cost Center A](#)

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Certification of Funds

Sul

Tot C

Fe

Co:

Incremental

No

Funding:

Cancel Cert

Go To Order Package

Submitted at:

Contract Number:

Contracting Officer:

Alternate CO:

Customer Svc Rep:

Fund Manager:

Contractor Co:

Period of Perform:

Delivery Date:

Agency Name:

Funding Type:

02/08/2012 02:11:05 PM

Open Market

Connie CO

Christopher CSR

Francine FM

IT INDUSTRY PARTNERS

02/15/2012 to 02/29/2012

02/21/2012

DEPARTMENT OF THE NAVY

REGULAR

	Prior Amount	New Amount	Increase or Decrease
Total Cost to GSA:	\$0.00	\$175,000.00	\$175,000.00
Total Cost to Client:	\$0.00	\$193,100.00	\$193,100.00

Item No.	Description	Action	Cost to GSA	Fee Amount	Cost to Client
0001	Furniture	View Funding	\$80,000.00	\$9,600.00	\$89,600.00

Funding Document No. (Citation Code)

Total Available

Total Already Obligated to this Task Item

R31Test1 (FURNTR1)

\$1,000,000.00

\$89,600.00

Amount Required to Fully Dedicate Task Item:

\$0.00

Users with FM role are displayed the *Cancel Cert* button in ITSS

Click the *View Funding* button to open the Fund Task Items page in view mode to see all dedication/obligation details for the task item.

The View Funding button replaces the Assign Funding button when either:

- the CERT has been sent to FM, or
- the CERT is not in edit mode

If dedications exist for the task item then they are displayed in the task item's Funding Summary

View the amount remaining on each Citation including all dedications from *this* order

Item No.	Description	Action	Cost to GSA	Fee Amount	Cost to Client
0003	Installation	View Funding	\$45,000.00	\$2,500.00	\$47,500.00

Funding Document No. (Citation Code)	Total Available	Total Already Obligated to this Task Item
R31Test1 (FURNTR1)	\$1,000,000.00	\$47,500.00
Amount Required to Fully Dedicate Task Item:		\$0.00

Funding Document No. (Citation Code)	Remarks	Current Amount Available
R31Test1 (FURNTR1)		\$806,900.00

General Comments:

File Attachments:

GSA ACCOUNTING CLASSIFICATION

[FUND](#) [ORG CODE](#) [B/A CODE](#) [O/C CODE](#)
[FUNCTION CODE](#) [C/E CODE](#) [PROJ/PROG NO](#) [Cost Center A](#)

► [Edit History](#)

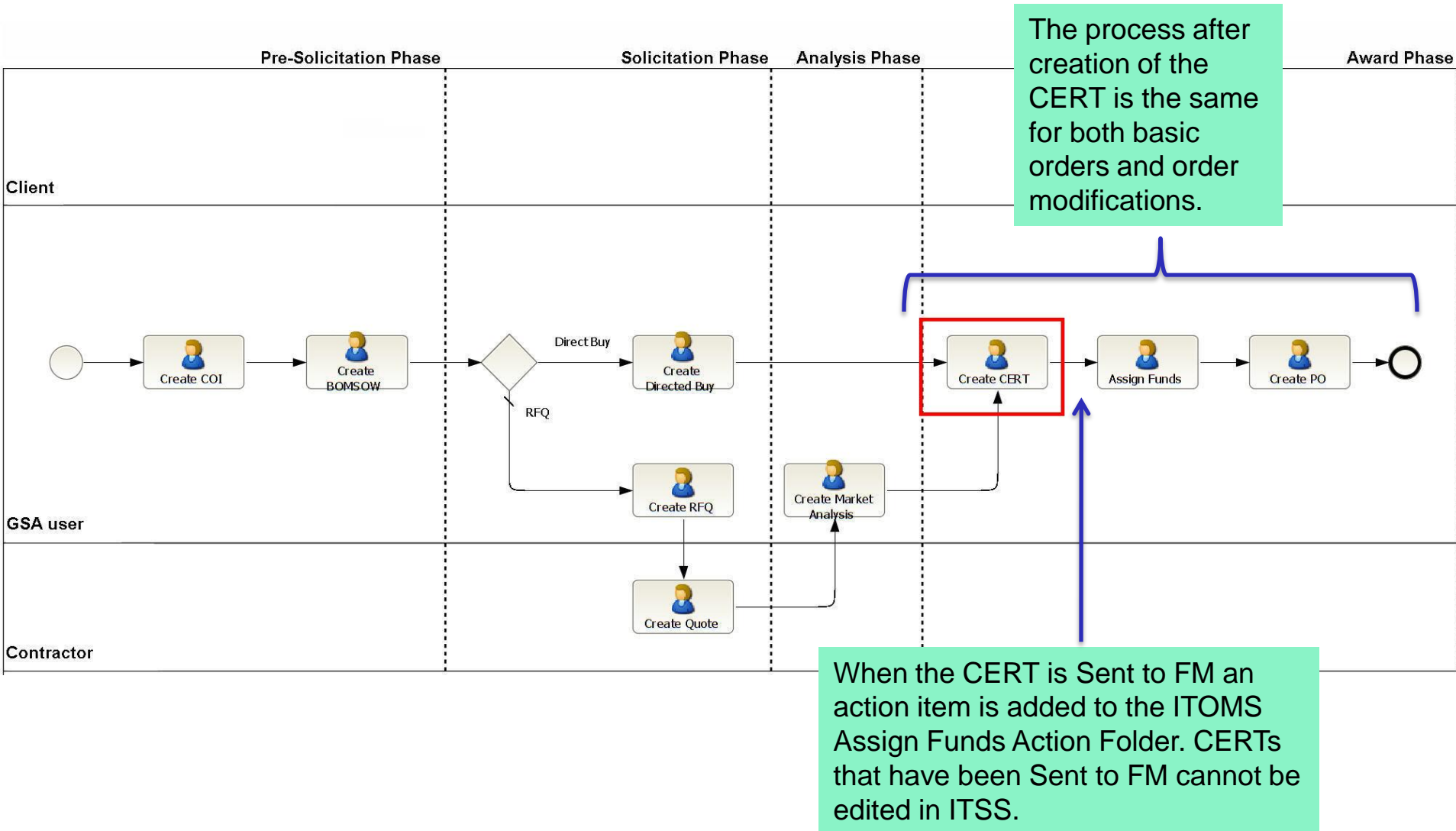
Once the funds are obligated in ITOMS the GSA Accounting Classification information is populated with data from ITOMS

View the Amount Required to Fully Dedicate the Task Item

CERT Status Glossary

Status	Definition
Not Ready	CERT has been saved, but has not been sent to FM in ITOMS. CERT is not visible in ITOMS but is editable in ITSS by users with edit access.
Ready	CERT is not editable in ITSS, and is visible in ITOMS. The Funds Manager can approve or reject the fund dedications.
Funded	Fund Dedications have been certified in ITOMS and the funds have been approved. A GSA user can create a Purchase Order.
Not Req'd	Funding not required for this order leg. This status is only available to self-certifying administrative mods (type B) that do not increase or decrease the order amount.
PO Started	Purchase Order document has been started but not yet signed.
Signed	Purchase Order has been signed by GSA Contracting Officer but has not yet been sent To NEAR. If the Purchase Order is bilateral and is waiting for the contractor signature, the status shall be 'Signed' but the Contractor's signature and signing date shall be null. A bilateral PO shall not be processed until the Fund Status is 'Signed' and the Contractor has signed the PO.
To NEAR	Necessary flat files have been transmitted to Pegasys and/or NEAR. Invoicing and billing can occur for that order leg and a new order modification may be created.
Cancel	CERT has been cancelled and can no longer be used to fund the order.
Pending	Order has been awarded for a pending fiscal year. The order leg will have to be manually validated to NEAR when the current fiscal is equal to the budget fiscal year of the order leg.

Next Steps...



Federal Acquisition Service

Questions & Support

- For questions regarding AAS Policy please contact randy.matlack@gsa.gov or robert.niewood@gsa.gov
- For questions regarding the RBA Certification of Funds training module please contact RBA Technical Support:
 - Phone: (877) 472-4877
 - Email: AASBS.helpdesk@gsa.gov

